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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Establishment of Psychiatric Social Worker Position

1. This memorandum submits a recommendation for approval of the Deputy Director (Support). Such recommendation is contained in paragraph 5.

2. Some months ago, the Chief, Medical Staff, suggested that a Psychiatric Social Worker be appointed to the Office of Personnel to provide counseling to employees suffering from emotional disturbances and to their families, to conduct necessary liaison with interested social agencies, and to provide liaison between the professional staff of the Psychiatric Division, Medical Staff, and lay administrators responsible for the management of such individuals and the resolution of administrative problems growing out of these cases.

3. We are in agreement as to the desirability of providing this additional service and have been cooperating with the Medical Staff in seeking a qualified individual to assume such a role. The duties and responsibilities contemplated warrant a grade of GS-11 or GS-12, depending on the professional qualifications of the individual.

4. A few candidates have been identified who are interested and qualified and who are acceptable to both the Office of Personnel and the Medical Staff. If you approve such a position, we feel sure we would be able to fill it with a professionally competent person.

5. In order that we may proceed with establishing this service and appointing an individual to fulfill it, it is requested that you approve an additional position in the Office of Personnel to accomplish the functions listed above.

/s/ Gordon M. Stewart

Gordon M. Stewart  
Director of Personnel

The recommendation in paragraph 5 is approved.

Deputy Director (Support)

Date

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OD/Pers: [redacted]; vbm (14 May 57)  
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